Xerox Phaser®
3100MFP
black-and-white
multifunction
printer

Xerox Phaser® 3100MFP Multifunction Printer

Evaluator Guide

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About this Guide

This Evaluator Guide introduces you to the Xerox Phaser® 3100MFP multifunction laser printer, explains its key features and performance advantages, and provides guidance throughout your printer evaluation process.

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Section 1: Introducing the Xerox Phaser 3100MFP Multifunction Laser Printer
Product Overview

Loaded with helpful features at a surprisingly low price, the Phaser 3100MFP multifunction laser printer brings powerful printing, copying, scanning and faxing within easy reach, right at the user's desktop. It's the ideal office solution for workgroups of 1 to 5 users.

More features, for less

The budget-friendly Phaser 3100MFP handles four critical office tasks with speed and precision.

- Print and copy speeds of 21 ppm — plus a fast first-page-out time — keep up with your busy pace.
- Scan directly to your computer in black-and-white and in color for easy access and organizing.
- Powerful character recognition software turns hard copies into editable electronic documents.
- High-end copy and print features like ID Card Copy and N-up simplify work processes.
- Toner save mode (ECO Mode) and Energy Star compliance benefit both the environment and your bottom line.

Total ease-of-use

Each of the Phaser 3100MFP device's features and functions is designed to make office life easier.

- The simple front panel makes walkup functions and features an easy touch of a button.
- USB direct printing/scanning lets you save to or print directly from any USB memory drive — no computer needed.
- The intuitive, bi-directional print driver provides helpful device-status updates.
- Fax configuration includes a full keyboard for easy text entry.

Just the right fit

The Phaser 3100MFP takes up less office space while delivering more helpful capabilities.

- The automatic document feeder provides fast scanning, copying and faxing of multi-page jobs (available on 3100MFP/X configuration).
- A center output tray helps keep the device compact and desktop friendly.
- Paper capacity of 250 sheets means fewer interruptions to reload paper.
- The bypass tray allows single-sheet feeding of special media, like envelopes and heavier paper.

Xerox Phaser 3100 MFP Configurations

Phaser 3100MFP/S

The Phaser 3100MFP/S comes with a standard set of productive multifunction features, including printing, copying and color scanning.

Performance:

- Print and copy speeds of up to 21 ppm
- Manual two-sided output
- Manual two-sided scanning
- First-Page-Out Time (FPOT) as fast as 13 seconds
- First-Copy-Out Time (FCOT) as fast as 8.5 seconds
- Up to 600 x 600 dpi print and copy resolution
- 4800 x 4800 dpi interpolated scan resolution
- 32 MB memory
- USB 2.0
- Page Description Language: GDI

Reliability:

- Duty Cycle of up to 10,000 pages per month
- Recommended Average Monthly Print Volume of up to 3,000 pages

Paper handling:

- **Multipurpose Tray:** 1 sheet; Letter, Legal, A4, A5, B5, Executive, A6; 15 to 43 lb. bond (52 to 162 gsm)
- **Main Tray:** 250-sheet capacity; Selectable sizes: letter, legal A4, A5; 16 to 28 lb. bond (60 to 105 gsm)
- Output Tray: 50-sheet capacity

Print feature highlights:

- Print from USB thumb drive, Watermarks, N-up, overlays

Copy feature highlights:

- ID card copy, N-up, Reduce/enlarge image (25 % to 400 %), Image lighter/darker (7 levels), Poster (platen only), Clone, Auto Fit

Scan feature highlights:

- **File Formats:** JPEG, TIFF, Multipage TIFF
- **Scan Destinations:** Scan to PC, Scan to USB thumb drive
- Nuance® PaperPort® SE 11.0 scan software

Phaser 3100MFP/X

Builds on the Phaser 3100MFP/S with the addition of:

Print features:

- Calendars (print calendars from year 1900 to 2099 directly from front panel)

Copy features:

- **Automatic Document Feeder (ADF):** 50 sheets
- **Copy Feature Highlights:** Collation, N-Up

Scan features:

- **Scan Speed:** Up to 20 ppm (via Automatic Document Feeder)
- **Scan Software:** ABBYY FineReader*

Fax features:

- **Fax Speed:** 33.6 Kbps, 3-second-per-page transmission
- **Resolution:** Up to 200 x 200 dpi
- **Compression:** MMR, MR, MH, JBIG
- **Memory:** 2 MB
- **Speed Dial:** 250 settings
- **Fax Feature Highlights:** Full keyboard, PC Fax, 32 broadcast lists, Auto redial, Journal, Confirmation reports, Secure receive, Fax reroute, Broadcast fax, Delayed fax, Memory receive, Receive to USB thumb drive, Polling, 31 Fax Mailboxes, fax answering machine, SMS (Short Message Service)*

Optional

Configure the Phaser 3100MFP to meet your specific needs with a range of optional accessories.

Fax features:

- USB-DECT (Digital Enhanced Cordless Technology) Base* for simultaneous fax/wireless telephone functionality over shared phone line

*Not available in all regions.

Section 2: Evaluating Multifunction Printers
Overview

Based on continuous study of our customers' productivity requirements, Xerox recommends that the following criteria be used when evaluating which black-and-white laser MFP to purchase for your office.

Ease of Installation, Management, and Use
Does the MFP offer an installation process simple enough for nontechnical users? Does it include helpful tools that simplify day-to-day management? How does the MFP ease the demands of daily use?

Productivity
Can the MFP keep up with the demands of your daily and monthly workloads?

Versatility
Does the MFP deliver the range of capabilities your office requires?

This section examines each of the above evaluation criteria in greater detail, covering the specific features and performance attributes you should look for in a black-and-white MFP. When the same criteria are used to evaluate every device under consideration, you'll see how the Phaser 3100MFP excels against other manufacturers' products.

Evaluate Ease of Installation, Management and Use

Most small-office environments don't have IT resources on staff, so office equipment must be simple and easy to install. Is ongoing MFP management eased by tools provided by the vendor? In small offices, ease of use is a critical attribute of the equipment you deploy — the MFP must be easy to learn and use, with simple user interfaces that help employees access features, program jobs, and stay focused on producing great work.

How the Xerox Phaser 3100MFP exceeds the ease of installation, management and use requirements:

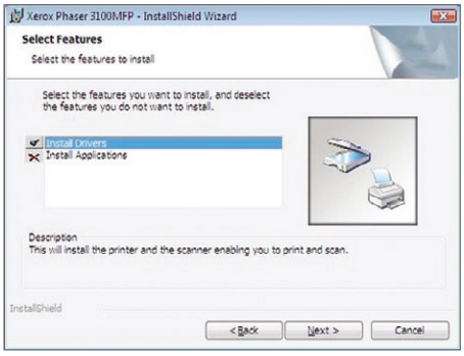
Ease of Installation

Fast, Simple Setup

Easy installation starts with unpacking the device and ends when it's powered up and ready for use. The Phaser 3100MFP is easily removed from its packaging and, at just over 25 pounds, can be safely placed in the office by almost anyone. It's also small enough to fit on a desk or into any space-constrained office. The included quick install guide helps the user install optional accessories, connect the printer to the computer and a power source, and power-up the device. Settings such as language selection and feature setup are completed at the Phaser 3100MFP's intuitive front-panel user interface.

Easy Driver Deployment

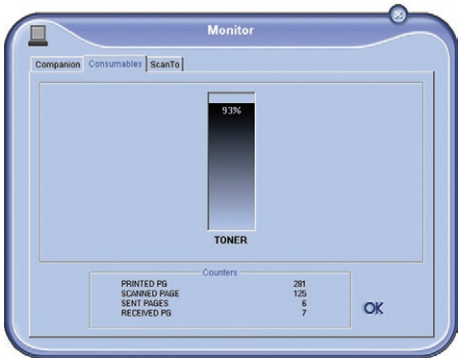
Xerox includes an installation CD that features an easy, wizard-based driver-installation process. If preferred, print and scan drivers can also be easily downloaded from the Xerox website.



The InstallShield Wizard helps users quickly install and configure the Phaser 3100MFP multifunction printer.

Xerox Office Services

Lastly, Xerox offers a host of productivity-enhancement services for managing an office's document output and asset infrastructure. These services deliver measurable business results by leveraging a powerful set of office technologies, business processes, methodologies and software tools to reduce costs and improve productivity. These offerings are summarized in Section 3 of this guide.



The included Companion Pro device management software keeps track of the Phaser 3100MFP's consumable levels.

Ease of Management

The Phaser 3100MFP includes Companion Pro device management software, which helps you manage your scan, print and fax settings, and phonebook, and enables you to update the system firmware.

Also, whether at your desk or at the device's front panel, current information is available on every job the MFP processes as well as in-depth device status. See the list of jobs currently in the print queue, how many faxes have been sent that day, paper status, and total-page-output counts via the Phaser 3100MFP print driver or the device's front panel.

Also, consider consumables. The Phaser 3100MFP features an integrated print cartridge that minimizes the number of consumables you'll need to change.

You have two options when purchasing print cartridges for the Phaser 3100MFP:

- **Standard-capacity print cartridge** — lower-cost cartridge for price-sensitive offices, with a 2,200-page capacity*
- **High-capacity print cartridge** — maximizes the time between consumables purchases, with a 4,000-page capacity*

*Average standard pages. Declared yield in accordance with ISO/IEC 19752. Yield will vary based on image, area coverage and print mode.

Ease of Use

The front panel interface on the Phaser 3100MFP provides simple access to copy, scan, fax and administration features. Device functions are controlled by a selection of buttons, including one-button access to copy, scan and fax menus, plus a full keyboard for easy text entry. More advanced features are accessed with four navigation buttons that select programming attributes in the two-line LCD display. Access print-quality settings, such as contrast and resolution, and switch to economical "Toner Saver" printing at the easy touch of a button.

For normal copy jobs that require no special settings, simply place the original on the platen or in the ADF and press the green button — the copy is on its way in just two steps.

Administrative features include reports, device setup settings, and device maintenance.

The Phaser 3100MFP print driver — with a clear, graphical user interface — provides an easy, intuitive way to interact with the system.

The Phaser 3100MFP/X fax configuration includes a full keyboard for easy text entry.

Evaluate Productivity

When evaluating an MFP's overall productivity, consider its level of performance — including print and copy speeds, as well as first-page-out time — and determine whether the device will easily handle the average print jobs (typically 3 to 5 pages long) of a busy individual or small workgroup. Does the system offer the media flexibility to support the variety of jobs you'll ask it to perform?

How the Xerox Phaser 3100MFP exceeds the productivity requirement:

Performance

The Phaser 3100MFP has the power to support either one employee or a small group in office environments. With print and copy output speeds up to 21 ppm, the Phaser 3100MFP makes quick work of your day-to-day workloads. Additionally, first-page-out times as fast as 13 seconds for printing and 8.5 seconds for copying minimize the time spent waiting for your jobs to start. The 50-sheet automatic document feeder (ADF) on the 3100MFP/X configuration makes scanning multipage originals for copying, scanning or faxing easy. With multiple scan destination options — including Scan to Desktop and Scan to USB thumb drive — the Phaser 3100MFP helps you digitize documents for editing and distributing.

Images can be scanned directly from the Phaser 3100MFP to any USB memory drive via the USB port, conveniently located on the front of the device.

Media Support and Capacity

The Phaser 3100MFP supports a range of paper sizes and weights to handle the range of your employees' tasks. A wide range of paper sizes — from 5.6 x 5.8 in. to 8.5 x 14 in. along with custom sizes in the single-sheet Bypass Tray — makes it easy to print a variety of office documents on various media types, including plain paper, envelopes, labels, card stock and transparencies. The Main Tray supports paper weights from 16 pounds to 28 pounds; the ADF supports paper weights from 16 pounds to 24 pounds; the bypass tray supports paper weights up to 43 pounds for heavier paper stock.

The Phaser 3100MFP also has the media capacity to avoid interruptions and keep you productive, with a 250-sheet paper capacity to handle your day-to-day print volumes.

Evaluate Versatility

When evaluating an MFP's versatility, determine whether its feature set will not only increase your efficiency, but also help you consolidate older office devices. Does the MFP include print and copy speeds and features needed to support your work volumes? Have you considered the ways in which the MFP's scanning features help streamline company workflows? Does your company still require fax capabilities?

How the Xerox Phaser 3100MFP exceeds the versatility requirement:

Copy Features

The Phaser 3100MFP copies black-and-white documents at speeds of up to 21 ppm. Paired with the 50-sheet ADF, the Phaser 3100MFP helps you quickly process multipage originals. Advanced features — including ID Card Copy, collation, N-up, reduce/enlarge, poster copying, manual two-sided copying, and ECO Copy (toner save mode) — make this a versatile copier for the desktop.

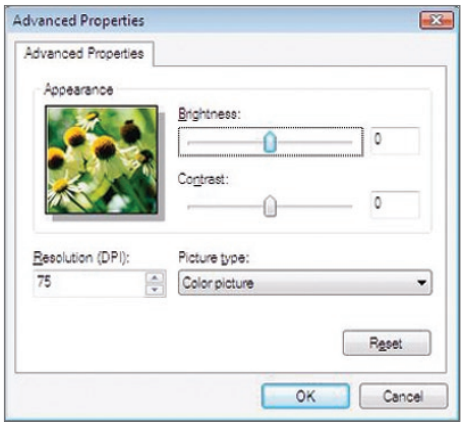
Print Features

With black-and-white print speeds of up to 21 ppm, as well as a first-page-out time of less than 13 seconds, the Phaser 3100MFP provides the printing performance to support a busy user or small workgroup. From start to finish, the average three-page office print job takes less than 20 seconds, letting you quickly move on to the next task. Its list of print features includes watermarks, N-up and overlays.

The Phaser 3100MFP also comes with the flexibility to function in virtually any office environment, with included print drivers for Microsoft, Mac and Linux.

Scan Features

The Phaser 3100MFP/X configuration delivers helpful scanning features, standard, including color scanning, scan to PC via USB connection, and scan to USB thumb drive. The 50-sheet ADF eases multipage-document scanning tasks, and up to 4800 x 4800 interpolated dpi resolution delivers sharp images. In addition, Nuance® PaperPort® SE 11.0 software eases the process of scanning, distributing and organizing scanned images.



Scan to PC lets a user adjust the image quality before scanning a document to his or her desktop.

Fax Features

The Phaser 3100MFP/X configuration offers fax functionality that includes a 33.6 Kbps transmission speed and M, MR, MMR and JBIG compression formats. Its feature set includes 250 speed dial settings, 31 Mailboxes, auto redial, broadcast fax, delayed fax, priority fax, server fax and receive to USB thumb drive. Two key fax features include:

- **PC Fax Send** — transmits paperless faxes directly from your PC via USB;
- **Secure Fax Receive** — keeps private faxes secure until released at the device by the intended recipient.

Section 3: Configurations, Specifications, Supplies, Support and Additional Information Sources

Configuration Summary

The following sections provide details about the various Phaser 3100MFP configurations, available options and supplies, and more helpful information.

	Phaser 3100MFP/S	Phaser 3100MFP/X
Speed	Up to 21 ppm (Letter) / 20 ppm (A4)	
Duty Cycle	Up to 10,000 pages / month; Recommended Average Monthly Print Volume: Up to 3,000 pages	
Paper Handling Paper input Standard	**Platen**	**Automatic Document Feeder:** 50 sheets; Custom sizes: 5.6 x 5.8 in. to 8.5 x 14 in. / 142 x 147 mm to 216 x 356 mm
	Main Tray: 250 sheets; Sizes: Letter, Legal, A4, A5 **Bypass Tray:** 1 sheet; Sizes: Letter, Legal, A4, A5, B5, Executive, A6	
Paper output	50 sheets	
Copy First-page-out time	As fast as 8.5 seconds	
Resolution (max)	Up to 600 x 600 dpi	
Copy features	Collation*, ID Card Copy, N-up*, Poster, Toner save mode (ECO Copy), Reduce/Enlarge, Manual two-sided, Clone, Auto Fit	
Print First-page-out-time	As fast as 13 seconds	
Resolution (max)	Up to 600 x 600 dpi	
Memory	32 MB	
Connectivity	USB 2.0	
Language support	Host-Based	
Print features	Watermarks, N-up, Overlays, calendars*	
Scan Scan destinations	Scan to desktop, Scan to USB memory drive, Scan to TWAIN/WIA applications	
Scan features	Up to 4800 x 4800 interpolated dpi, 600 x 600 optical dpi, Color Scanning, Nuance® PaperPort® SE 11.0	
Fax	NA	Embedded fax (33.6 Kbps with M/MR/MMR/JBIG compression), PC Fax
Fax features	NA	Secure Fax Receive, up to 250 number directory/32 broadcast lists, 31 Mailboxes, Polling, Auto redial, confirmation reports, broadcast fax, memory receive, Delayed fax, Fax answering machine, Fax rerouting, Receive to USB memory drive
Warranty	One-year depot warranty, Xerox Total Satisfaction Guarantee	

* On 3100MFP/X configuration

Specifications

Specifications								
Device Management	Companion Pro							
Print Driver Support	Microsoft Windows® — 2000/XP, Vista (32-bit and 64-bit), 2003 Server Linux: Red Hat 8 – 9, Debian, Fedora, Ubuntu, Suse 9.2 and higher Apple Mac OS® — 10.3 – 10.5							
Media Handling Supported Sizes	**ADF:** 5.6 x 5.8 in. (142 x 147 mm) to 8.5 x 14 in. (216 x 356 mm) **Main Tray:** Letter, Legal, A4, A5 **Bypass Tray:** Letter, Legal, A4, A5, B5, Executive, A6							
Supported Weights	**ADF:** 16 to 24 lb. bond (60 to 90 gsm) **Main Tray:** 16 to 28 lb. bond (60 to 105 gsm) **Bypass Tray:** 15 to 43 lb. bond (52 to 162 gsm)							
Operating Environment	Temperature: 50 to 90 ° F, 10 to 32 ° C Relative Humidity: 15 % to 80 % Sound Pressure Levels: • Standby Mode: < 30 dB(A) • Warm Up: < 40 dB(A) • Copying: < 63 dB(A) • Printing: < 53 dB(A)							
Electrical Power	120 VAC, 50/60 Hz, 5.5 A; 220–240 VAC, 50/60 Hz, 3.0 A							
Power Consumption	• Power Save Mode: Under 12 W • Average: 340 W • ENERGY STAR® qualified							
Dimensions	**3100MFP/S**				**3100MFP/X**			
	Width	**Depth**	**Height**	**Weight**	**Width**	**Depth**	**Height**	**Weight**
	17.6 in. (447 mm)	15.2 in. (386 mm)	13.5 in. (344 mm)	25.6 lb. (11.6 kg)	17.6 in. (447 mm)	15.2 in. (386 mm)	16.2 in. (412 mm)	28.7 lb. (13 kg)
Agency Approvals	FCC Part 15, Class B Listed UL Cred 7 60950-1/CSA 6095-1-03, CE Mark applicable to Directives 2006/95/EEC, 89/336/EC, 2004/108/EC, and 1999/5/EC							
Supplies and Options	**Part Number**	**Description**			**Capacity**			
	106R01378	Standard-Capacity Print Cartridge			2,200 pages[1]			
	106R01379	High-Capacity Print Cartridge			4,000 pages[1]			

[1] Average standard pages. Declared Yield in accordance with ISO/IEC 19752. Yield will vary based on image, area coverage and print mode.

Support and Additional Information Sources

Unrivaled Service and Support

Behind every Xerox product is a large network of industry-leading customer support — available when you need it. Xerox service professionals use leading-edge technologies to keep you up and running. They're even linked to the engineers who designed your product, so you can be confident when you choose Xerox. And Genuine Xerox supplies are always readily available.

Total Satisfaction Guaranteed — You Decide When You're Satisfied

The exclusive Xerox Total Satisfaction Guarantee, recognized as unique in the industry, covers every Phaser device that has been continuously maintained by Xerox or its authorized representatives under a Xerox express warranty or a Xerox maintenance agreement.

Additional Information Sources

Phaser 3100MFP Front Panel:

- The front panel offers tools and information pages to help with machine setup, feature selections, operational problem solutions, and media feed and supply issues.

Customer Documentation:

- Read Me First
- Quick Reference Guide
- User Manual
- Print Driver (GDI)
- Scan Driver
- Scan Software by Nuance®
- Companion Pro Management Software

On the Web

Visit www.xerox.com/office for:

- Product, supplies and support information
- Downloading drivers
- Finding your local Xerox sales representative
- Online documentation

Visit www.xerox.com/office/support for:

- Support and service information, including the same troubleshooting Knowledge Base used by Xerox Customer Support staff to provide the latest technical information on:
  - Application issues
  - Errors
  - Print-quality issues
  - Troubleshooting

Questions? Comments? Problems?

If for any reason you need to contact your Xerox sales representative, please call 1-877-362-6567, or visit us on the web at www.xerox.com/office.

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